

SC DEPARTMENT OF CORRECTIONS

-JOB POSTING NOTICE (EOE)-

OPENING DATE: 10/22/15

CLOSING DATE: 11/02/15 (4:30 PM)

SCDC INTERNAL TITLE: CPT III SCDC POSITION #: 013283
HOURS/WEEKLY: 040.00 SHIFT SCHEDULE: 02 WORK TIME: 0800 AM - 0400 PM
LOCATION: LIEBER CORRECTIONAL INSTITUTION, RIDGEVILLE (DORCHESTER) LEVEL 3

STATE JOB TITLE: CORRECTIONAL OFFICER IV STATE JOB CLASS: JD50
BAND: 06 SALARY RANGE \$ 038703 - \$ 071608 SPECIAL INCENTIVE: YES
LEVEL: C SALARY RANGE \$ 041866 - \$ 066247 SCEIS POSITION #: 61020575

STATE OF SC MINIMUM TRAINING AND EXPERIENCE REQUIREMENTS:
A HIGH SCHOOL DIPLOMA AND SUPERVISORY EXPERIENCE IN
CORRECTIONAL, SECURITY OR POLICE WORK.

AGENCY PREFERRED QUALIFICATIONS:
HIGH SCHOOL DIPLOMA AND FIVE (5) YEARS OF CORRECTIONAL, SECURITY OR
POLICE WORK, TO INCLUDE ONE (1) YEAR OF CORRECTIONAL SUPERVISORY
EXPERIENCE.

DESCRIPTION OF DUTIES:
SCHEDULES, DIRECTS AND MANAGES THE EMPLOYMENT AND DUTY ACTIVITIES OF A
SECURITY SHIFT ENGAGED IN THE SECURITY OPERATIONS OF A LEVEL THREE
FACILITY. SUPERVISES, INSPECTS, AND ENSURES PROPER PERIMETER AND
INTERNAL SECURITY AND CONTROL MEASURES ARE IN EFFECT AND ENFORCED.
PREPARES, SUBMITS, AND MONITORS REPORTS REQUIRED BY THE CHAIN OF
COMMAND AND POLICY. DIRECTS AND REDIRECTS SECURITY RESOURCES FOR
OPTIMUM SECURITY AND SAFETY. ENSURES THAT INSTITUTIONAL BUILDINGS
AND STATE PROPERTY ARE PROPERLY SECURED. TRAINS, DEVELOPS, INSTRUCTS,
EVALUATES, AND COUNSELS SUBORDINATES TO ENSURE DUTY PERFORMANCE IS IN
ACCORDANCE WITH STATE LAWS AND AGENCY POLICIES. ENSURES THE PROPER
CONTROL, ISSUES AND USE OF WEAPONS, KEYS, SECURITY DEVICES AND AGENCY
EQUIPMENT. INSPECTS ALL POSTS WHERE SHIFT EMPLOYEES ARE DEPLOYED.
INTERVIEWS AND COUNSELS INMATES AS NECESSARY TO ENSURE MAXIMUM SAFETY
AND SECURITY.

COMMENTS:
SHIFT/WORK ASSIGNMENT SUBJECT TO CHANGE.